

GRANT PROPOSAL GUIDELINES

The Chester County Community Foundation connects people who care with causes that matter, so their philanthropy makes a difference now and forever.

- The Community Foundation is a collection of Funds: Field of Interest Funds + Donor Advised Funds.
- 99% of the grants issued by the Community Foundation are made possible through the generosity of the Fund Advisors who created donor advised funds. \$2.2+ million is granted annually to nonprofits in Chester County and beyond.
- All Community Foundation Funds accept this grant application form.

Proposals submitted by nonprofits will be considered for 2 types of grants:

1) FIELD OF INTEREST & DONOR ADVISED FUNDS

- ◇ Proposals received **any time throughout the year** are eligible for funding consideration from the Foundation's Field of Interest Funds & Donor Advised Funds.
- ◇ Grant **awards** typically range from **\$500 - \$7,500**.
- ◇ Grant decisions are made **intermittently** throughout the year, as Fund Advisors desire.
- ◇ Proposals are **electronically shared** with Fund Advisors to assist them in making grant decisions.
- ◇ **General operating** grants are encouraged. Nonprofits should be specific about their mission, goals, and measurable outcomes.
- ◇ Grants **focus on Chester County** causes and issues, but **are not limited** to Chester County.
- ◇ Grants may be made to charitable nonprofits working in **all fields of interest** including arts, culture and humanities; education; community improvement; environment; religion; health; and human services.

2) FUND FOR CHESTER COUNTY CAPACITY BUILDING INITIATIVE

- ◇ The goal of the Community Foundation's capacity building grantmaking is to **strengthen the effectiveness of nonprofit organizations serving the Chester County region**.
- ◇ Capacity building proposals received by **September 15** annually will be eligible for this special grant initiative.
- ◇ Capacity building projects should strengthen a nonprofit, in areas including:
 - Mission, Vision & Strategy
 - Governance & Leadership
 - Strategic Relationships
 - Operations and Technology
 - Fundraising & Development
- ◇ Grant **awards** range from **\$500-\$5,000**.
- ◇ NPO's with budgets \$ 750,000 or less preferred
- ◇ Grant monies are distributed by **February**.
- ◇ Nonprofits must be **located in and serve Chester County** to receive a grant from this special initiative.

- A proposal is considered "complete" when the Chester County Community Foundation has confirmed receipt of the **Grant Proposal Summary Sheet, Narrative and Attachments**.
- Proposals are shared electronically online with Fund Advisors and the Grants Committee.
- The electronic form is available at **www.chescocf.org**.

Per IRS regulations, applicants: must be charitable, tax exempt organizations with 501(c)(3) certification and cannot be individuals

- **E-mail proposals to grants@chescocf.org**. Receipt will be confirmed by e-mail.
- Please contact Kevin Baffa or Beth Harper Briglia at (610) 696-8211 or **grants@chescocf.org** if you have any questions. Thank you.

I. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL SUMMARY SHEET

One page only. This page will be shared electronically with Grant Committee Members & Fund Advisors.

Note: If Philanthropy Network of Greater Philadelphia's Common Grant Application is used, the Community Foundation's

Summary Sheet MUST accompany application.

To obtain an electronic version of this application, visit www.chescocf.org

Date 9/9/18

Contact Information

Organization Name: Oxford Educational Foundation Executive Director Name: Dr. Ray Fischer

Address: 125 Bell Tower Lane, Oxford, PA 19363

Executive Director E-mail: rfischer@oxfordeducationalfoundation.org

Phone: (610) 932-7200

Board of Directors Chair Name: Steve Roberts

Website: www.oxfordeducationalfoundation.org

Primary Contact Name: Dr. Ray Fischer

Year Incorporated: 1994

Primary Contact E-mail: rfischer@oxfordeducationalfoundation.org

Has your nonprofit ever applied to the Community Foundation? Yes No Not Sure

Has your nonprofit ever received funding from the Community Foundation? Yes No Not Sure

Donor Advised Fund(s) Fund for Chester County Don't know/Not sure

Field/s of Interest:

Arts, Culture & Humanities

Environment/Animal Welfare

Education

Health

Human Services

Religion

Organization Information:

Geographic Area Served (If not all of Chester County, specify primary Chester County regions served):

The Oxford Educational Foundation serves students in the six Oxford Area School District's schools in southern Chester County.

Describe Population Served and Annual Number of People Served: The Oxford Educational Foundation with approximately 110 volunteers serves approximately 575 students in the Oxford Area School District in a mentoring, tutoring and classroom volunteer program. In addition, the OEF provides competitive professional grants for faculty that will fund innovative programs. In 2017-18 eighteen faculty members received professional grants that ranged between \$250 and \$1500. The impact of these grants affected approximately 2200 students.

Mission: The mission of the Oxford Educational Foundation is to enhance the quality of education in the Oxford Area School District by providing a mentoring, tutoring and classroom volunteer program for the students and providing professional grants to the faculty that encourage the development of innovative programs.

Proposal Summary: The grant proposal request is to fund a donor management software system for managing volunteer and donor data that is secure, accessible to multiple users, minimizes repetitive data entry and can generate customized reports.

If Capacity Building Proposal, the focus is:

Mission, Vision & Strategy Governance & Leadership Strategic Relationships

Fundraising & Development Technology Other: _____

Annual Budget \$135,305

1 # of Full-Time Equivalent Paid Staff

70 % of budget for program expenses

15 # of Board Volunteers

_____ 27 % of budget for administrative expenses ___ 110 # of Active Non-Board Volunteers
_____ 3 % of budget for fundraising expenses ___ 3375 # of Volunteer Hours
100 % total

Top 3-5 funding sources:

Donations--\$29,000

BB&T--\$6500

CCRES--\$5,000

First Resource Bank of Exton--\$5,000

WSFS Bank--\$3,000

Grant Amount Requested from the Community Foundation: \$2,700

**CHESTER COUNTY COMMUNITY FOUNDATION
FUND FOR CHESTER COUNTY CAPACITY BUILDING INITIATIVE
GRANT PROPOSAL NARRATIVE**

1. Organizational History, Goals, Key Achievements and Distinctiveness

The Oxford Educational Foundation was formed in 1994 by a group of alumni, concerned parents and educators and was led by John Pittenger, former Commonwealth of Pennsylvania Secretary of Education. Mr. Pittenger was a resident of the school district and had a passion for the advancement of public education.

The mission of the OEF is to enhance the quality of education in the Oxford Area School District and contribute to the success of Oxford students. We do this by assisting the Oxford Area School District in the enhancement of education with respect to, but not limited to, the at-risk student population. Our mentoring/tutoring program is designed to augment the classroom work with additional study assistance. Mentoring provides an adult to guide the student, and improve their performance in school. Tutoring provides assistance in specific subjects. We seek to supplement the students' studies by bringing together the Oxford community human resources and the public education system. To date we have approximately 110 volunteers who are mentoring and tutoring students and are volunteering in an assistive role with teachers.

The goal is to increase the number of volunteers to 150 in the next three years in order to provide the number of student contacts with volunteers and students. The OEF's Volunteer Coordinator, collaborates with volunteers, school counselors, teachers, and administrators to identify the needs of students and match them with the most appropriate mentor or tutor. The evaluation of the 2017-18 school year found that 83% of the parents who responded to the survey as a positive influence on the students in the program. Ninety-six percent of the faculty who responded saw a positive effect for the students.

For the past ten years, the OEF has been recognized as an Educational Improvement Organization by the PA Department of Community and Economical Development. Achieving this status allows our foundation to solicit and accept donations from businesses who in turn receive favorable PA income tax credits up to 75% depending on their level of donations. In the year of 2017-18, we received donations in the amount of \$14,500 from businesses which enabled the OEF to fund Project Reel which is an innovative collaboration between the Oxford Area High School Chemistry Department and Ohio State University and Early College Academy a collaboration between Cecil College and Oxford Area High School, Robotics a program in grades 2 thru 12 with approximately 150 student participating. Lastly, a recent approval of a program Strings will be added to the music program which will allow the OASD School band programs to become orchestras.

2 .Funding Request

A. Description of Key Initiatives

Mentoring, Tutoring and Classroom Volunteers

The Mentoring and Tutoring Program serves students of the Oxford Area School District. Mentoring is provided for students who have been identified as at-risk by school counselors and teachers. Volunteer mentors meet one-on-one with at risk students weekly, either during the school day, or immediately after school. Mentoring addresses the social and educational needs across the curriculum, to improve the academic performance of the student. The volunteer tutors work one-on-one, or with small groups of students, to master the material covered in class. In the elementary schools, some tutors work with every student in a class to review new material or to read, and other tutors work with the Response to Intervention students. Tutoring in the high school is provided for students whose teachers and school counselors have identified as needing additional assistance in a particular subject, and the sessions are typically one hour per week. The tutors communicate regularly with the teacher, and follow the approved school curriculum. This year we have been collaborating with the Lighthouse in providing volunteers to the after school program, specifically during Homework Help.

Professional Grants for Faculty

The OEF provides professional grants ranging from \$250 to \$1500 to the faculty of the OASD. This program was established to stimulate innovative ideas

to enhance a teacher's classroom activities. These fresh new ideas and program pilots, when tied to the educational goals of the school district, are often key catalysts for student improvement and achievement. Proposals are accepted four times during the school year. These proposals are reviewed by the building administrator and district administration to ensure that they coordinate with the curriculum. They then are reviewed by the OEF Special Projects Committee to assess how it supports the mission of the Foundation, the number of students to be served, and whether it can be replicated by other teachers. In addition, the Foundation receives a proposal from each school building on an innovative project they are working on or would like to initiate. This grant is called the John C. Pittenger grant, named after its founder and first president. In the past, grants were given for creating Butterfly Gardens, STEM and STEAM Classrooms and for the program on anti-bullying called Rachel's Challenge

Leaving a Legacy Endowment

In the spring of 2017 the Board of Directors of the OEF decided that a portion of the accumulated endowment funds would be placed with the Chester County Community Foundation. This decision was part of the overall Leaving a Legacy program to grow the endowment. The Board wanted all potential donors to know that the funds would be professionally managed during the future. An additional part of the arrangement was the ability of the CCCF to provide ongoing assistance to the OEF to expand their role as a nonprofit organization. Beth Briglia, the Vice President of Philanthropy Services, met numerous times with the OEF Ways and Means Committee during 2017 and 2018. Her first task was to guide the committee as they developed an Organizational Assessment. This training has been very beneficial for the OEF and will be ongoing as we strengthen our Leaving a Legacy program. Beth met with the entire Board during the annual retreat in April 2018 and offered an explanation of how each Board member can play a part in growing the Foundation and the endowment. As of June 30, 2018 the OEF has approximately \$563,000 in their Leaving a Legacy Endowment Program. The goal is one million dollars by 2026.

B. Specific Needs and Issues to be addressed

The OEF since its inception has tracked information our volunteers and donors. We are at a point that with a number of existing Excel spreadsheets that track this information we need to develop a better system for managing volunteer and donor data that is secure accessible to multiple users, that minimizes repetitive data entry and can generate letters and reports. The OEF has developed an ad Hoc Committee to develop the process, review existing spreadsheets and identify specific needs or wants. To date the committee has identified existing data base systems to review their strengths and weaknesses and how they would accomplish the existing capabilities of the "wants or needs" of the committee.

C. For Capacity Building Grant Proposals:

How will this capacity building initiative impact your organization?

It will allow the OEF to migrate its existing data spreadsheets into one integrated system. The following spreadsheets are: member database, Leaving a Legacy Contributors, Volunteer database, Volunteer hours, short term, specific memorial contributions, mentoring, tutoring and volunteer feedback analysis, OEF CAREs program and professional grants to educators.

How will this impact be measured?

The data base software will enhance the capabilities of tracking all donations and their donors, link tutors and mentors to their students, link volunteers to a classroom, tie photos of volunteers and donors to the database, professional grant surveys from educators, parent student permission forms for mentoring and tutoring and volunteer skill sets, alumni information, tracking of scholarships awarded and ease data entry and mail merge capability.

Description of the expected activities: timeline and costs to implement the initiative

The OEF ad Hoc Committee on Data has met this past summer to develop its purpose, process, reviewed existing excel spreadsheets, determine "wants or needs" from a database management software and analyzed ten data software programs in addition to Google Docs and Access. The committee has narrowed those software programs to three (Little Green Light, Sales Force and Donor Snap). These three programs are being reviewed further to determine which would fit best for the OEF's needs with discussion by the committee in late September. The goal is to have board approval

by the end of the year with full implementation beginning July 1, 2019. With hopeful grant approval in February, 2019 we will be able to begin the migration of data into the data base software system. We will utilize our Oxford Educational Foundation webmaster to input data into the new system. Allocation of approximately 40 hours at \$30 per hour for a total of \$1200. The software system is projected to be at \$50 per month for a total of \$600 for a total of \$1800. Our Volunteer Coordinator will continue to maintain the data base throughout the school year for 60 hours at \$15 an hour for a total of \$900. The final total is projected to be \$2700.

D. Why is important to fund now

We are at a point in our history where we have increased our volunteerism from 24 in 2013 to 110 as of September, 2018. We have also increased our endowment from \$364,748 in 2013 to \$563,327 as of June 30, 2018. With these increases we are interested in having a data software system that will allow us to professionally track our donors and volunteers.

3. How impact and results will be demonstrated

With a Donor Management software system that is cloud based this will allow us immediate results in our tracking and managing and fundraising efforts, donor relationships, events, grants, volunteers and more. It will also give immediate results in managing our data in one central place online. There will also be an immediate accessibility to our designated users. We will see immediate results in consolidating our existing spreadsheets and will be able to back up this important data. Current information and reports can be easily shared with the OEF Board and its constituents.